

**CONCORD HOUSING AND REDEVELOPMENT**  
**Board of Commissioners Meeting Minutes**  
**May 4, 2011**

Concord Housing and Redevelopment’s Board of Commissioners met May 4th, 2011 at 10 Ferry Street, Suite 302, Concord, NH 03301.

- I.** Chairperson Ari Pollack called the meeting to order at 8 am and asked for roll call. The response:

<b>PRESENT</b>	<b>ABSENT</b>
Commissioner Pollack	Commissioner Leon
Commissioner Fowler	
Commissioner Burger	
Commissioner Madden	

Also present at the meeting: Housing Authority Staff John Hoyt, Executive Director, Dianne Strong, Administrative Assistant.

- II.** The Chair called for a motion on the April 6, 2011 meeting minutes. Commissioner Fowler moved that the meeting minutes be approved. Commissioner Madden seconded the motion. The motion passed unanimously.
- III.** The Chair then moved to open the floor for Public Comment. There was none and the period was declared closed.
- IV.** The Chair then called for a review of General Correspondence. There was none and the period was declared closed.
- V.** The Chair then called attention to the Old Business portion of the agenda:
- 1. Pitman Place Update:**  
 Mr. Hoyt reported the Zoning Board has approved all requested variances. The Planning Board declared the site plan complete and scheduled a public hearing for May 18<sup>th</sup> 2011. Architectural Review Committee has approved the application without comment. Communications with city staff have revealed no outstanding issues for final approval. Mr. Hoyt also reported the NHHFA Board met on April 28<sup>th</sup> and approved full funding for the development.
  - 2. Depot Street Project:**  
 Mr. Hoyt presented the board with Capital Appraisal’s Executive Market Study on expected revenues for 12 rental units and two commercial spaces. The Board discussed the feasibility of moving forward in light of the CATCH announcement of the Endicott project. The board unanimously decided to pass on this project.

3. **Green Street:**

The contract has been signed in the amount of the bid \$432K. Subsequent to this and with Board approval Mr. Hoyt negotiated change orders for a full basement and central AC system in the amount of \$36k. The Bank appraisals are done and will be released on May 6<sup>th</sup>. Mr. Hoyt also outlined the possible start up date noting the contractor needed time to mobilize and the Rock and Race event on the 19<sup>th</sup>. Construction would probably begin some time after that date.

There was no other Old Business to be discussed and the period was declared closed.

**VI.** The Chair then called attention to the New Business portion of the agenda:

**1. Budget for 2011/2012:**

a.) Operating Expense:

Mr. Hoyt presented the consolidated operating expense budget along with the break down for the separate companies. In response to members questions concerning the process of preparing the budget Mr. Hoyt explained that the operating expenses have been largely uniformed year to year but the revenue number are always harder to pin down due to its unpredictability caused by continued uncertainty in Washington. Regulations require a budget to be approved 90 days before the start of the new fiscal year but the regulations also allow the Board to adjust the budget as they saw fit any time in the future. Mr. Hoyt will keep current with the budget process in Washington and would update the Board as to the effects the 2012 federal budget may have on this budget

b.) Capital Improvements:

Mr. Hoyt presented the Capital Improvements budget; Mr. Hoyt highlighted the Re-roofing project at Haller Apartments and the card pass/camera system at Crutchfield and JFK Apartments. Mr. Pollack asked what kinds of projects are in the wings. Mr. Hoyt stated that because of the uncertainty with the Federal Budget that one elevator located at the JFK Apartments was not being address in the current budget. That elevator has rehabilitation costs of approximately 98K. Mr. Hoyt did mention that if the elevator failed residents had a second elevator that went to all floors. That second elevator is also the one used by emergency responders. Additionally Mr. Hoyt wants to add GFI's to the kitchens and bathrooms in the high rises estimated at \$25 - \$35k. As actual cost come in compared to budgeted he would complete this project first.

**2. Current Year Budget/Actual – 6 Months:**

Mr. Hoyt stated there was nothing unreasonable however; due to flooding in the Haller Apartment basements Maintenance Contracts is over projection.

**3. Resolution #1268:**

Mr. Hoyt presented bids from three roofing companies for the re-roofing project for Haller Apartments. The low bidder is Rick Kellogg Construction \$56,275.00. Commissioner Fowler moved approval of resolution Commissioner Madden 2<sup>nd</sup> the motion. Motion was passed unanimously.

**4. Any new business to come before commissioners:**

Mr. Hoyt presented to the board the schedule of upcoming board meetings.

Mr. Hoyt reviewed the history of the existing marketing plan with Eastlantic including the budgeted cost, new logo, marketing materials, website, brochures and print media. In light of the Green Street debate and what we learned Commissioner Pollock requested Eastlantic update the marketing plan to address decision makers vs. print media. Mr. Hoyt will communicate these thoughts with Eastlantic and try to have information for the Board to discuss at the June 1<sup>st</sup> meeting.

Mr. Hoyt announced that July 19<sup>th</sup>, 2011 will be Concord Housing + Redevelopment's 50<sup>th</sup> Anniversary. Mr. Hoyt asked the Board for thoughts on how to celebrate this milestone. Commissioner Pollock asked for staff recommendations for the next board meeting.

There was no other New Business to be discussed and the period was declared closed.

Commissioner Pollack asked for a motion to adjourn. Commissioner Fowler moved that the meeting be adjourned. Commissioner Madden seconded. The motion to adjourn was passed unanimously and the meeting was declared over at 8:45 am.